

CHEVY CHASE VILLAGE
BOARD OF MANAGERS
MAY 14, 2012 MEETING

STAFF REPORT

TO: BOARD OF MANAGERS
FROM: SHANA R. DAVIS-COOK, VILLAGE MANAGER 
DATE: 5/10/2012
SUBJECT: BOARD AUTHORIZATION TO DESTROY PAPER BALLOTS FROM
PREVIOUS YEARS' BOARD OF MANAGERS ELECTIONS

Background

Section 77-5(d) states, in pertinent part:

“Where the [contested election for the Board of Managers] voting is by paper ballots they are to be retained and filed as part of the official records but may be destroyed by resolution of the Board of Managers after two years.” *Emphasis added.*

It appears that the purpose of maintaining the records is to have them available in case a Board member's election is challenged. After two years his/her term would expire so there would be no further need for the ballots.

As the staff continues its efforts to catalog, and either archive permanent records or destroy non-permanent records (those records that have lost their administrative, legal or operational value), we have discovered several years' worth of paper election ballots. These records are taking-up considerable space and should have been destroyed pursuant to the above provision. The elimination of these documents will further allow us to focus on the remaining archived Village records.

Election Years Affected

Staff has located paper ballots and absentee voter cards from the following years' contested Board elections:

1991, 1992, 1996, 1999, 2005, 2010

Village Counsel has advised that absentee voter cards should be treated the same as paper ballots.

Board Action Requested

Pursuant to the Village Charter, the Board must adopt the following Resolution in order for the above-referenced ballots to be destroyed:

“The Chevy Chase Village Board of Managers, on this 14th day of May, 2012, does hereby authorize the Village Manager to destroy all paper ballots from the **1991, 1992, 1996, 1999, 2005, and 2010** Board of Managers' elections.”